



Helpful Information For Business Owners From the Huntington Beach Planning Department

Signage. Sign permits are required for all new signs or change in sign panel/face, unless expressly exempted under the City's sign code. A permit for a new sign or change in sign panel/face shall be obtained from the Planning Department prior to installation. Sign permits require two sets of plans and approval from the property owner. The Planning Department is located on the third floor of City Hall at 2000 Main Street.

Temporary Signs. Temporary signs such as banners and pennants may be permitted for grand openings, special sales, change of ownership, and similar events for a maximum of 90 days per calendar year. The cost of a temporary sign permit is \$55.00 and may be obtained from the Planning Department. These permits are not renewable during the calendar year. Please contact the Planning Department at (714) 536-5271 for size restrictions and placement criteria.

Prohibited Signs. The City's sign code prohibits the display of portable signs, mobile signs, A-frame signs, roof signs and human signs. The City's sign code also prohibits signs that flash, move or pulsate, and off premise signs, as well as signs located on public property or utility poles. Balloons (including large inflatables) and vehicle signs are also prohibited within the City. Commercial advertising leaflets shall not be placed on vehicles. For additional information regarding signs, please contact the Planning Department at (714) 536-5271.

Temporary Activity Permit. If you are planning a temporary outdoor activity such as a parking lot sale or similar event, you will need to obtain a Temporary Activity Permit (TAP) from the Planning Department. A Temporary Outdoor Activity may occur for 48 consecutive hours once every three months during the calendar year. The cost of a TAP is \$230.00. You will need to provide the Planning staff with a basic plot plan depicting the intended activity area and a letter of authorization from the property owner or manager. The Fire Department will also review your plot plan for compliance. Please contact the Planning Department at (714) 536-5271 for additional details.

Outdoor Display of Merchandise. If you plan to display merchandise or similar items outdoors, please be aware that the City has specific requirements for this activity. Prior to the display of any item, a Conditional Use Permit must first be obtained from the City's Zoning Administrator. The processing fee for a Conditional Use Permit is \$910.00 and requires a public hearing. For further information on this subject, please contact the Planning Department.

Huntington Beach Planning Department, 2000 Main Street, Huntington Beach, CA 92648
(714) 536-5271; HB Infoline/Fax on Demand (714) 374-4800; www.surfcity-hb.org;
Sign Code: Chapter 233, HBZSO.